



USER MANUAL: THE GOVERNMENT PROCUREMENT PORTAL (GPP) AT THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS AUTHORITY

REFERENCE NUMBER: PPDA-WB/NCONS/2013-2014/001

JUNE 2015



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1. Overview

Introduction

The purpose of this document is to guide the reader on how to use the Government Procurement Portal (GPP) a webapplication accessed via www.gpp.ppda.go.ug. The document is organized in sections of user scenarios based on the possible user needs. The reader is advised to review the table of contents to be guided to their area of interest.

In case of any inquiries while using this manual, the reader is urged to contact the GPP system administrators at:


UEDCL Towers 5th Floor,
Plot 37, Nakasero Road
P.O. Box 3925,
KAMPALA, Uganda
Tel: (+256) 414 311 100
Fax: (+256) 414 344 858
Web: www.ppda.go.ug

System User Roles

- **PPDA Administrator:** will be responsible for adding, editing, viewing and archiving suspended providers; and ALL PDEs' reports
- **PDU Data Entrants:** will be responsible for adding, editing, viewing and archiving data on procurement plans, disposal plans, and invitations for bids, Best Evaluated Bidder (BEB) notices, and contract awards
- **Head PDU:** will be responsible for adding, editing, viewing and archiving data on procurement plans, disposal plans, invitations for bids, best evaluated bidder (BEB) notices, and contract awards; managing users in the PDE (Procuring and Disposing Entity) and viewing OWN PDE reports.
- **PDU Internal Auditor:** will be responsible for generating and viewing OWN PDE reports.
- **Contract Committee Chairperson:** will be responsible for generating and viewing OWN PDE reports.
- **Accounting Officers:** will be responsible for generating and viewing ALL PDE reports.
- **Administrator:** will be responsible for overall system administration, which includes: creating users and user groups; assignment of permissions to user groups; managing providers' suspension (add, edit, view and delete); managing PDEs (add, edit, view and delete).

2. Accessing the GPPonline


Using your browser, navigate to the ITP from www.gpp.ppda.go.ug and browse through the different sections of the website.


Government of Uganda
PROCUREMENT PORTAL

Learn more [ABOUT THIS PORTAL](#) and [CONTACT US](#) for further information or assistance.

Are you a Procuring and Disposing Entity?
[REGISTER OR LOGIN](#) to the PPDA Register of Providers.

[Procurement Plans](#)
[Disposal Plans + Notices](#)
[Current Tenders](#)
[Best Evaluated Bidder Notices](#)
[Signed Contracts](#)
[Suspended Providers](#)

Tender Portal Search.. 


Current Tenders

What are you searching for?

Procuring/Disposing Entity	Subject of Procurement	Procurement Type [Procurement Method]	Deadline	
<div>EXPORT THIS PAGE</div>				
<h3>Posted on 15 Jun, 2015</h3>				
BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT	Purchase of iPads VIEW DETAILS	SUPPLIES [OPEN NATIONAL BIDDING]	13 Jul, 2015 at 03:00 PM	Tweet +1 Share
BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT	Purchase of IPADS VIEW DETAILS	NON CONSULTANCY SERVICES [OPEN INTERNATIONAL BIDDING (OIB)]	24 Jun, 2015 at 03:00 PM	Tweet +1 Share
<h3>Posted on 13 Jun, 2015</h3>				
BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT	Purchase of Ambulances	SUPPLIES [OPEN INTERNATIONAL BIDDING]	23 Jun, 2015 at 02:00 PM	Tweet

3. Logging into the dashboard


1. To access the back end of the ITP, type the following address in the address URL:
www.gpp.ppda.go.ug
2. Click on the highlighted login links.
3. Enter your username (email address) and password and hit the 'LOGIN' button.

**Government of Uganda**
PROCUREMENT PORTAL

Learn more **ABOUT THIS PORTAL** and **CONTACT US** for further information or assistance.

Are you a Procuring and Disposing Entity?
LOGIN HERE


Are you a Provider?
REGISTER OR LOGIN to the PPDA Register of Providers.

Procurement Plans Disposal Plans + Notices Current Tenders Best Evaluated Bidder Notices Signed Contracts Suspended Providers Tender Portal Search... 


Login

Email address

Password

 LOGIN

To retrieve your lost/forgotten password, send us your email address


 RETRIEVE PASSWORD

[Terms of use](#) | [About This Portal](#) | [Login As PPDA](#) | [Verify BEB](#)
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Read apis.google.com

4. Retrieving Your Lost Password


While on the login page, type your email address (the one registered on the GPP) in the highlighted email field and hit the 'RETRIEVE PASSWORD' button.

**Government of Uganda**
PROCUREMENT PORTAL

Learn more [ABOUT THIS PORTAL](#) and [CONTACT US](#) for further information or assistance.

Are you a Procuring and Disposing Entity?
[LOGIN HERE](#)


Are you a Provider?
[REGISTER OR LOGIN](#) to the PPDA Register of Providers.

Procurement Plans | Disposal Plans + Notices | Current Tenders | Best Evaluated Bidder Notices | Signed Contracts | Suspended Providers | Tender Portal Search... 

Login

Email address

Password

 LOGIN

To retrieve your lost/forgotten password, send us your email address

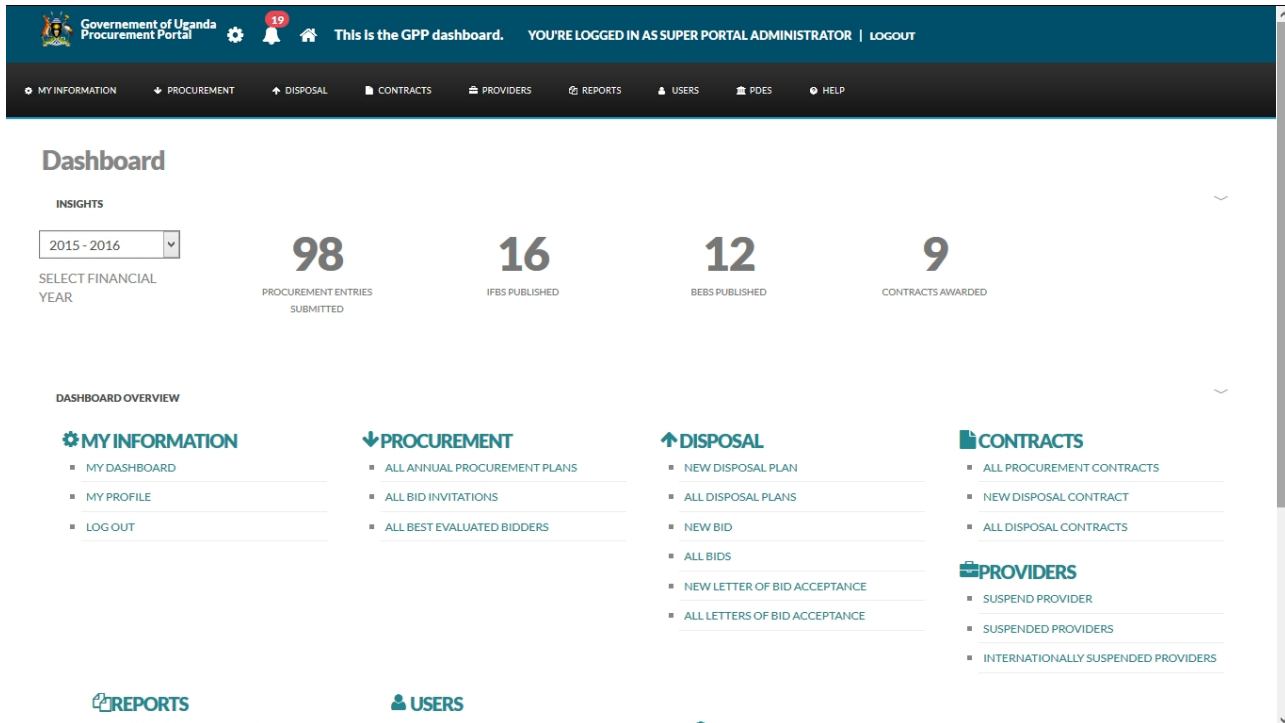
[Terms of use](#) | [About This Portal](#) | [Login As PPDA](#) | [Verify BEB](#)
Developed at New Wave Technologies

Read apis.google.com

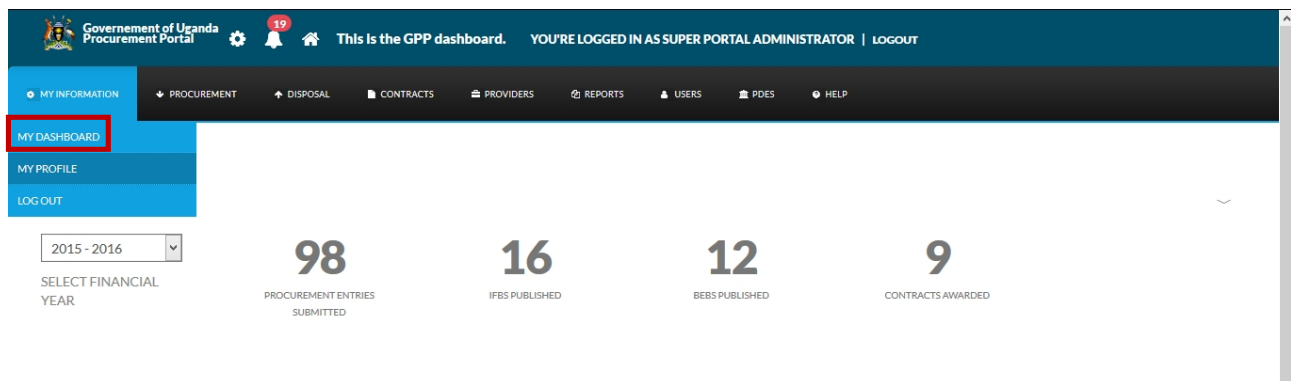
5. The dashboard

The dashboard has insights of procurement, invitation for bids, best evaluated bidder and contract information within your PDE or for PPDA, across the whole sector.

It also has quick links to the various sections of your dashboard.




If you are browsing other parts of the GPP and quickly need to go back to the dashboard, hover over the “MY DASHBOARD” submenu under the “MY INFORMATION” tab on the menu as shown on the image below



6. Changing your settings or user details (including password)

To change your user settings and profile information (including your password) click on the "MY PROFILE" submenu under the "MY INFORMATION" tab on the menu or the "COG ICON" as shown in the image below

Government of Uganda Procurement Portal  19 This is the GPP dashboard. YOU'RE LOGGED IN AS SUPER PORTAL ADMINISTRATOR | LOGOUT

MY INFORMATION PROCUREMENT DISPOSAL CONTRACTS PROVIDERS REPORTS USERS PDES HELP

MY DASHBOARD
MY PROFILE
LOG OUT

FIRST NAME * Super Portal

MIDDLE NAME

LAST NAME * Administrator

PREFIX Mr e.g Prof., Mr.

GENDER * Female

EMAIL ADDRESS * sirotim@gmail.com

PHONE NO. * 256782452985 e.g 256772123456

USER PDE New Wave Technologies Ltd

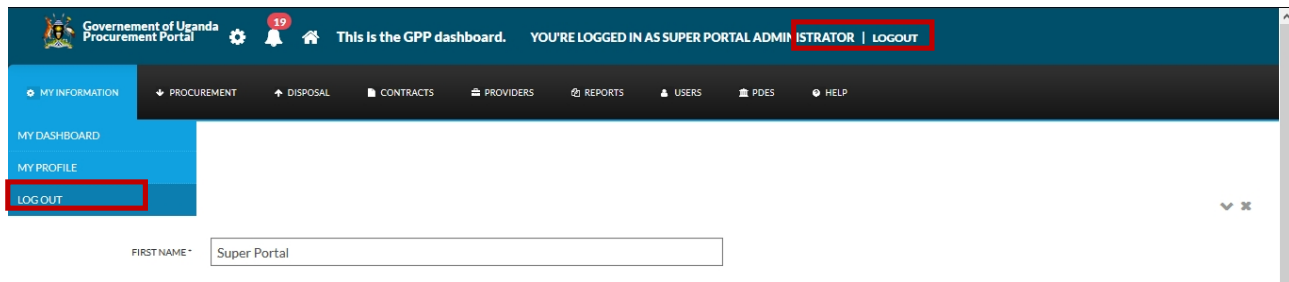
USER GROUP Administrator

USERNAME * sirotim@gmail.com

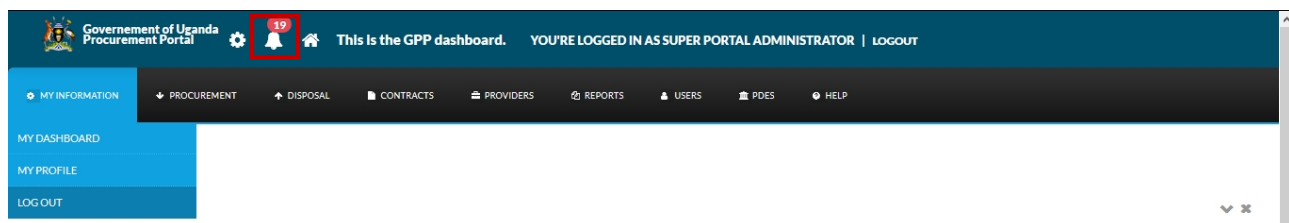
tenderportal.pdda.go.ug/user/profile_form

7. Logging out of the GPP, viewing your notifications and the public site

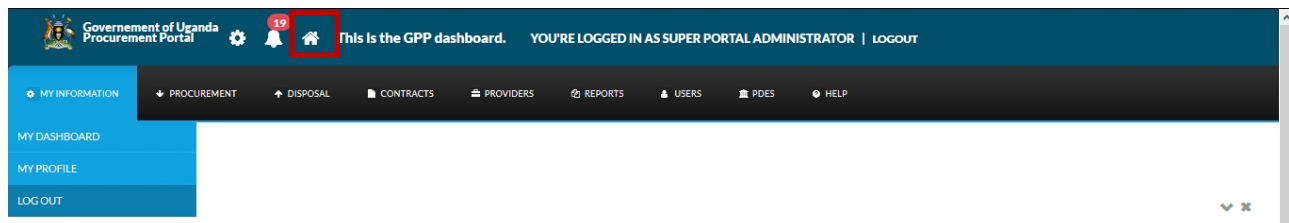
There are two links that log you out of the dashboard as marked in the illustration below.



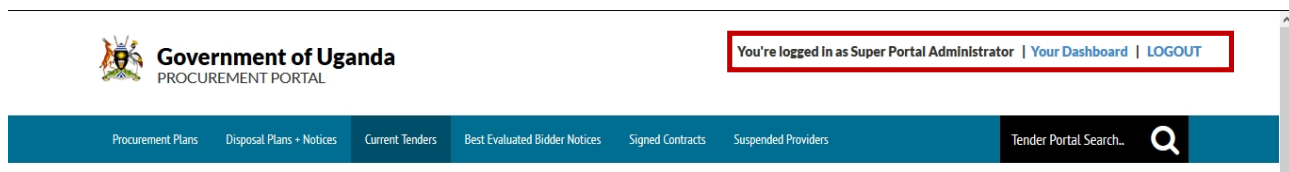
View your notifications by clicking on the “BELL ICON” on the top navigation as in the illustration below.



Go to the public site by clicking on the “HOUSE ICON” on the top navigation as in the illustration below.



Your top navigation while logged in gives you the option to go back to the dashboard or logout as highlighted in the image below



8. Adding an Annual Procurement Plan (APP)

Navigate the dashboard, locate the 'PROCUREMENT' menu and click on 'NewAnnual Procurement Plan' submenu or dashboard link

The screenshot shows the Government of Uganda Procurement Portal dashboard. The top navigation bar includes links for MY INFORMATION, PROCUREMENT, DISPOSAL, CONTRACTS, PROVIDERS, REPORTS, FORMS, and HELP. The dashboard displays insights for the financial year 2015-2016: 8 Procurement Entries Submitted, 5 IFBS Published, 5 BEBs Published, and 4 Contracts Awarded. The 'PROCUREMENT' menu is highlighted with a red box, showing options like 'NEW ANNUAL PROCUREMENT PLAN', 'ALL ANNUAL PROCUREMENT PLANS', 'NEW BID INVITATION', 'ALL BID INVITATIONS', 'NEW BEST EVALUATED BIDDER', and 'ALL BEST EVALUATED BIDDERS'.

Add the 'FINANCIAL YEAR' and upload the 'DETAILED PLAN' (May be at different instances) and hit the **SUBMIT** button.

The screenshot shows the 'New Bukomansimbi District Local Government Procurement Plan' form. The form includes fields for 'FINANCIAL YEAR' and 'DETAILED PLAN' (with a 'SELECT FILE' button). A 'DOWNLOAD DETAILED PROCUREMENT PLAN TEMPLATE' button is also present. The 'SUBMIT' button is highlighted in green.

The created plan should be visible among others in a list as shown below

Manage Procurement Plans

[NEW PLAN](#)

WHAT ARE YOU SEARCHING FOR?

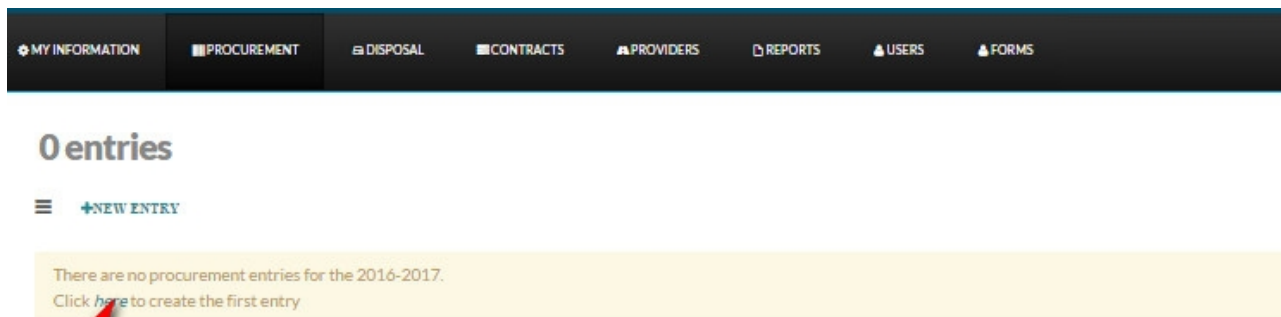
PDE	Financial year	Summary plan	Entries	Author	Date Added
Bukomansimbi District Local Government	2016-2017	NONE	3 Entries Create entry	ron mawejje	17 Apr, 2015
Bukomansimbi District Local Government	2015-2016	Download plan	4 Entries Create entry	ron mawejje	15 Apr, 2015
Bukomansimbi District Local Government	2014-2015	NONE	7 Entries Create entry	ron mawejje	29 Apr, 2015

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*And **ADD PROCUREMENT ENTRIES** to the Annual procurement plan by clicking the highlighted '**Create entry**' link as in the illustration above*

9. Adding items to the Annual Procurement Plan

If you clicked the 'ENTRIES' link in the image above, you will be led to a screen like this below where you still can add an item to the Annual Procurement Plan (APP)



You will be presented with an 'accordion-like' form like this below

+ Basic information			
SUBJECT OF PROCUREMENT *	Acquisition of trailer vehicles		
RESPONSIBLE DEPARTMENT *	Procurement		
TYPE OF PROCUREMENT *	Supplies ▼		
ESTIMATED AMOUNT *	USC ▼	1,955	2,000
SOURCE OF FUNDING *	Government of Ug ▼		
PROCUREMENT METHOD *	Open National Bid ▼		

Enter all required fields and check the box at the bottom to confirm that all the information entered is correct. Click 'SAVE' to complete this process

Bukomansimbi District Local Government Financial Year (2016-2017) Entries

+ NEW ENTRY ALL ENTRIES

- + Basic information
- + Pre-qualification
- + Bidding period
- + Evaluation of bids
- + Negotiations
- + BEB window and Administrative review
- + Contract finalization
- + Contract implementation

☒ I confirm that data entered for annual procurement plan is correct

Save Save and Add Cancel

itp.nwtdemos.com/procurement/load_procurement_entry_form/v/NzMs#collapse_7 Developed at New Wave Technologies

When successfully added, the procurement entry in the APP will be in a list like this below

BukomansimbiPP 2015-2016 Entries


+ NEW ENTRY

WHAT ARE YOU SEARCHING FOR ?

Subject of procurement	Source of funding	Estimated amount	Author	Date Added
Sell of Office Desks	Donor	50,000,000 UGX	ron mawejeje	19 May, 2015
Rehabilitation of Bukomansi Main Hospital	Government of Uganda	60,000,000 UGX	ron mawejeje	24 Apr, 2015
Construction Of Bukoma Class rooms	Donor	60,000,000 UGX	ron mawejeje	24 Apr, 2015


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And like this below on the Public Site


Government of Uganda
PROCUREMENT PORTAL

You're logged in as Ron Mawejje | [Your Dashboard](#) | [LOGOUT](#)

[Procurement Plans](#)
[Disposal Plans + Notices](#)
[Current Tenders](#)
[Best Evaluated Bidder Notices](#)
[Signed Contracts](#)
[Suspended Providers](#)

Tender Portal Search...
 

Procurement Plans

What are you searching for?

Procuring/Disposing Entity

PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS AUTHORITY	DETAILS OF 2015-2016 ANNUAL PROCUREMENT PLAN
FORT PORTAL MUNICIPAL COUNCIL	DETAILS OF 2015-2016 ANNUAL PROCUREMENT PLAN
UGANDA NATIONAL ROADS AUTHORITY	DETAILS OF 2015-2016 ANNUAL PROCUREMENT PLAN
WAKISO DISTRICT LOCAL GOVERNMENT	DETAILS OF 2015-2016 ANNUAL PROCUREMENT PLAN
NATIONAL DRUG AUTHORITY	DETAILS OF 2015-2016 ANNUAL PROCUREMENT PLAN
BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT	DETAILS OF 2015-2016 ANNUAL PROCUREMENT PLAN
BANK OF UGANDA	DETAILS OF 2015-2016 ANNUAL PROCUREMENT PLAN


Government of Uganda
PROCUREMENT PORTAL

You're logged in as Ron Mawejje | [Your Dashboard](#) | [LOGOUT](#)

[Procurement Plans](#)
[Disposal Plans + Notices](#)
[Current Tenders](#)
[Best Evaluated Bidder Notices](#)
[Signed Contracts](#)
[Suspended Providers](#)

Tender Portal Search...
 

2015-2016 Procurement Plan for Public Procurement and Disposal of Public Assets Authority

[EXPORT THIS PAGE](#)

Financial Year: 2015-2016
Entity: Public Procurement and Disposal of Public Assets Authority

Quantity	Subject of Procurement	Procurement Type	Procurement Method	Source of Funds	Estimated Cost
1	Staff Wellness Programme (Aerobics)	Non consultancy services	Open Domestic Bidding	Government of Uganda	2,147,483,647 UGX
1	Provide lunch for staff	Supplies	Open International Bidding(OIB)	Government of Uganda	2,147,483,647 UGX
1	Provide Computer & Electronic Equipment Insurance Cover, Fidelity Guarantee, Fire & Special Peril, Motor Vehicle Comprehensive Insurance, Travel Insurance	Non consultancy services	Open Domestic Bidding	Government of Uganda	2,147,483,647 UGX
1	Provide Group Personal Insurance	Non consultancy services	Open Domestic Bidding	Government of Uganda	2,147,483,647 UGX
1	End of year staff party	Non consultancy services	Open Domestic Bidding	Government of Uganda	2,147,483,647 UGX

10. Adding an Invitation for Bids (IFB)

To process an IFB, a valid procurement plan and entries are necessary. Click the 'NEW BID INVITATION' link in the navigation or dashboard for the Add IFB Details form.

After filling the IFB form, hit the 'SAVE' button for future publishing or hit 'PUBLISH' button for instant publishing of the IFB.

Add Bid Invitation Details

ADD BID INVITATION DETAILS

SUBJECT OF PROCUREMENT: Acquisition of trailer vehicles *

FINANCIAL YEAR: 2016-2017

SOURCE OF FUNDING: Government of Uganda

METHOD OF PROCUREMENT: Open National Bidding

PROCUREMENT REFERENCE NUMBER: NDA/SUP/15/2016-2017/ 01

BUDGET CODE: NDA/0001

INITIATED BY: Janetie

DATE INITIATED: 2015-05-11

PRICE OF BIDDING DOCUMENTS: 100,000 ▼

BID SECURITY: 1,000,000 ▼

INVITATION TO BID DATE: 2015-05-14

PRE-BID MEETING DATE: 2015-05-25 11:00 AM

DEADLINE OF BID SUBMISSION: 2015-05-26 05:00 PM

ADDRESS WHERE DOCUMENTS WILL BE INSPECTED: National Drug Authority
P.O. Box 23096 Kampala, Uganda
46/48 Lumumba Avenue. ☐ Tick if same as above or state

ADDRESS WHERE DOCUMENTS WILL BE ISSUED: National Drug Authority
P.O. Box 23096 Kampala, Uganda
46/48 Lumumba Avenue. ☐ Tick if same as above or state

ADDRESS BIDS MUST BE DELIVERED TO: National Drug Authority
P.O. Box 23096 Kampala, Uganda
46/48 Lumumba Avenue. ☐ Tick if same as above or state

BID OPENING ADDRESS: National Drug Authority
P.O. Box 23096 Kampala, Uganda
46/48 Lumumba Avenue. ☐ Tick if same as above or state

BID OPENING DATE: 2015-05-28 09:00 AM

BID EVALUATION PERIOD: 2015-06-01 2015-05-30

CONTRACT AWARD DATE: 2015-06-08

DISPLAY OF BBS NOTICE: 2015-06-10

DATE OF CONFIRMATION OF FUNDS BY ACCOUNTING OFFICER: 2015-06-24

However, before publishing, add the Contracts Committee IFB approval date.

Please enter the Contracts Committee date to publish the IFB. Successfully submitting this form will make the IFB available on the website for the public to view.

PROCUREMENT REF. NO * NDA/SUPLS/2016-2017/01

PRICE OF BIDDING DOCUMENTS: 100,000 1

BID SECURITY: 1,000,000

INVITATION TO BID DATE: Thursday 14 May, 2015

PRE-BID MEETING DATE: * Monday 25 May, 2015 at 11:00 AM

DEADLINE OF BID SUBMISSION: * Tuesday 26 May, 2015 at 05:00 PM

BID EVALUATION PERIOD: * From Monday 01 Jun, 2015 to Friday 05 Jun, 2015

BID OPENING DATE: * Thursday 28 May, 2015 at 09:00 AM

DISPLAY OF BEB NOTICE: * Wednesday 10 Jun, 2015

CONTRACT AWARD DATE: * Monday 08 Jun, 2015

CONTRACT COMMITTEE
APPROVAL DATE:

2015-06-29



✓ Publish IFB

✕ Cancel

Click the 'PUBLISH IFB' button

Please enter the Contracts Committee date to publish the IFB. Successfully submitting this form will make the IFB available on the website for the public to view. ✕

PROCUREMENT REF NO* Bukoma/SUPLS/2014-2015/22

PRICE OF BIDDING DOCUMENTS: 1

BID SECURITY:

INVITATION TO BID DATE: Friday 22 May, 2015

PRE-BID MEETING DATE* Saturday 23 May, 2015 at 12:00 AM

DEADLINE OF BID SUBMISSION* Monday 25 May, 2015 at 12:00 AM

BID EVALUATION PERIOD* From Thursday 28 May, 2015 to Friday 29 May, 2015


BID OPENING DATE* Wednesday 27 May, 2015 at 04:02 PM

DISPLAY OF BEB NOTICE* Thursday 04 Jun, 2015

CONTRACT AWARD DATE* Monday 01 Jun, 2015

CONTRACT COMMITTEE APPROVAL DATE:

Published IFBs are shown as Current Tenders on the Public Site


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PROCUREMENT PORTAL

Learn more [ABOUT THIS PORTAL](#) and [CONTACT US](#) for further information or assistance.

Are you a Procuring and Disposing Entity? [LOGIN HERE](#)

Are you a Provider? [REGISTER OR LOGIN](#) to the PPDA Register of Providers.

[Procurement Plans](#)
[Disposal Plans + Notices](#)
[Current Tenders](#)
[Best Evaluated Bidder Notices](#)
[Signed Contracts](#)
[Suspended Providers](#)

Tender Portal Search..







Current Tenders

What are you searching for?

Procuring/Disposing Entity	Subject of Procurement	Procurement Type [Procurement Method]	Deadline	EXPORT THIS PAGE
Posted on 15 Jun, 2015				
BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT	Purchase of iPads VIEW DETAILS	SUPPLIES [OPEN NATIONAL BIDDING]	13 Jul, 2015 at 03:00 PM	Tweet +1 Share
BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT	Purchase of IPADS VIEW DETAILS	NON CONSULTANCY SERVICES [OPEN INTERNATIONAL BIDDING(OIB)]	24 Jun, 2015 at 03:00 PM	Tweet +1 Share
Posted on 13 Jun, 2015				
BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT	Purchase of Ambulances	SUPPLIES [OPEN INTERNATIONAL BIDDING]	23 Jun, 2015 at 02:00 PM	Tweet

11. Managing IFBs

Click the 'ALL BID INVITATIONS' link in the dashboard or submenu in the navigation. Edit, archive, Add Addenda or Select a Best Evaluated Bidder (BEB) by clicking on your preferred action in your preferred row. Please note that no action can be taken on archived IFBs.

Manage Bid Invitations								
MANAGE BID INVITATIONS								
<div>Active</div> <div>Archived</div>								
Procurement Ref. No	Subject of procurement	Bid security	Bid invitation date	Addenda	Status	Published by	Date Added	
  NDA/SUPLS/2016-2017/01	Acquisition of trailer vehicles	1,000,000 UGX	14 May, 2015	[View Addenda] [Add Addenda]	Bidding closes in 15 days [View IFB]	Janette Nabosa	11 May, 2015	
  NDA/CS/2015-2016/0003	Gathering accountability forms	100,000	20 Apr, 2015	[NONE]	Bid evaluation [Select BEB]	Janette Nabosa	20 Apr, 2015	
  NDA/CS/2015-2016/0001	Managing drugs	100,000 UGX	11 May, 2015	[View Addenda] [Add Addenda]	Bidding closes in 4 days [View IFB]	Janette Nabosa	20 Apr, 2015	

Below is a preview of an IFB. Click 'BACK TO CURRENT TENDERS' to view the list of IFBs on the front end

Procurement Plans
Disposal Plans + Notices
Current Tenders
Best Evaluated Bidder Notices
Signed Contracts
Suspended Providers
Tender Portal Search...

Tender Details

Return to Current Tenders
Print

BID NOTICE UNDER OPEN NATIONAL BIDDING

Kisoro District Local Government
10 Jun, 2015
Buy Kisoro District Land - Kiso/WRKS/2014-2015/0013

1. Kisoro District Local Government has received funds to be used for the acquisition of Buy Kisoro District Land
2. The Entity invites sealed bids from eligible bidders for the provision of the above supplies
3. Bidding will be conducted in accordance with the open Open National Bidding method contained in the Public Procurement and Disposal of Public Assets Act, 2003, and is open to all bidders.
4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below at 8(a) from [insert office hours].
5. The Bidding documents in English may be purchased by interested bidders on the submission of a written application to the address below at 8(b) and upon payment of a non-refundable fee of 780,000 1. The method of payment will be [insert method of payment]
6. Bids must be delivered to the address below at 8(c) at or before Wednesday, 24 Jun, 2015 04:01 PM. All bids must be accompanied by a bid security of 340,000 1 or a bid securing declaration. Bid securities or bid securing declarations must be valid until (insert day, month and year). Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 8(d) on Friday, 10 Jul, 2015 at 03:00 PM
7. There shall be a pre - bid meeting on Tuesday, 23 Jun, 2015 at 02:00 PM
8. (a) Documents may be inspected at: District Headquarters
(b) Documents will be issued from: District Headquarters
(c) Bids must be delivered to: District Headquarters
(d) Address of bid opening: District Headquarters

12. Selecting and Publishing Best Evaluated Bidder (BEB) Notices

Click the 'PUBLISH BEST EVALUATED BIDDER' link in the dashboard or submenu in the navigation, search/select your preferred Procurement Reference Number and Click the 'Next' button (see highlight)

Select Procurement

SELECT PROCUREMENT

PROCUREMENT REFERENCE NO.: Bukoma/SUPLS/2016-2017/ere

FINANCIAL YEAR: 20 Select
Bukoma/SUPLS/2016-2017/ere

TYPE OF PROCUREMENT: Supplies

METHOD OF PROCUREMENT: Open National Bidding

SUBJECT OF PROCUREMENT: Sell of Office Desks

SOURCE OF FUNDING: Donor

Pre **Next**

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Enter all bids received information. You can add all bid receipts information before clicking next. You can also edit a BEB to add more respondents to bid invitations. After filling the information in all required fields, hit the 'ADD BID' button to SAVE the record. Hit the 'NEXT' button to continue

ADD RECEIVED BIDS

PROCUREMENT REF NO: NDA/SUPLS/2016-2017/01

IS IT A JOINT VENTURE? @ Yes/No

ADD SERVICE PROVIDER: cheki Uganda Limited

COUNTRY OF REGISTRATION: Uganda

READOUT PRICE: UG 580,000,000 Add

Currency	Amount	Exchange Rate
UGX	580,000,000	0

DATE SUBMITTED: 11-05-2015

NAME OF RECEIVER: Owner

✓ Add Bid ✗ Cancel

RECEIVED BIDS

#	Lot	Service Provider	Readout Price	Exchange Rate	Currency	Country of Registration	Date Submitted
1	-	Toyota Uganda Ltd	500,000,000	0	UGX	Uganda	2015-May-11
2	-	East African Motor Supplies Limited	450,000,000	0	UGX	Uganda	2015-May-11

Select the Best Evaluated Bidder and add the BEB price. If there were unsuccessful bidders, add the reason that they were not successful. Scroll down to publish the Best Evaluated Bidder by hitting the 'PUBLISH' button.

NUMBER OF TECHNICALLY RESPONSIVE BIDS EVALUATED/ OF WHICH WERE LOCAL	2	0
DATE OF COMBINED EVALUATION REPORT	11/05/2015	
DATE OF APPROVAL OF THE FINAL EVALUATION REPORT BY THE CONTRACTS COMMITTEE	11/05/2015	

Best Evaluated Bidder Details

NAME OF BIDDER	Toyota Uganda Ltd
COUNTRY OF REGISTRATION	Uganda

Contract Price

CONTRACT PRICE:	500,000,000	UGX
-----------------	-------------	-----

Unsuccessful Bidders

#	Bidders Name	Country of Origin	Reason
1	East African Motor Supplies Limited	Uganda	Technical

You then can view a list of BEBs where you can mark these as under Administrative review. You can edit or cancel the BEB.

MY INFORMATION
PROCUREMENT
DISPOSAL
CONTRACTS
PROVIDERS
REPORTS

Manage Best Evaluated Bidders

MANAGE BEST EVALUATED BIDDERS

Active Archived

WHAT ARE YOU SEARCHING FOR?

	Procurement Ref Number	Selected Provider	Subject of Procurement	Value	Status	Date Added
Action	BUKLG/CONSL /2015-2016/0001	MFI DOCUMENT SOLUTIONS LIMITEDSKY HOTEL INTERNATIONAL LIMITED Joint Venture	Local Council Staff Training	450,000,000UGX	Under Administrative Review Account Of	2015-May-19

Developed at New Wave Technologies

To mark a BEB as under administrative review, select the **Stage of Administrative Review (At Accounting Officer, PPDA or Tribunal Level)** from the select list as shown in the illustration below

WHAT ARE YOU SEARCHING FOR ?

	PROCUREMENT REF NUMBER	SELECTED PROVIDER	SUBJECT OF PROCUREMENT	VALUE	STATUS	DATE ADDED
ACTION	NWT/SUPLS/2014-2015/56	China Huangpai Food Machinery (U) Ltd	Purchase of Handsets	340,000UGX	-	2015-May-19
ACTION	NWT/Supplies/2020-2021/0006	BitWork Technologies LtdHutch Technical Services Ltd Joint Venture	Redesign of NWT website_2015	56USD	-	2015-May-12
ACTION	KKA/Supplies/2016-2017/0004	MFI DOCUMENT SOLUTIONS LIMITEDProgressive Building Civil Engineering Contractors Ltd,MMACKS INVESTMENTS LTD Joint Venture	Purchase of 2 4WD Vehicles_2015	3UGx	Under Administrative Review Tribunal Select Account Officer PPDA Tribunal	2015-May-12
ACTION	NWT/Works/2020-2021/0009	Spear Motors Ltd	Consultancy services_2015	23,333USD	Under Administrative Review Select	2015-Apr-29
ACTION	NWT/Non consultancy services/2020-2021/0005	New Wave Technologies Limited	Procurement of company van_2015	8,999,998UGx	Under Administrative Review Select	2015-Apr-29

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Published BEB Notices and their status are seen in the public site like below

Government of Uganda
PROCUREMENT PORTAL

Learn more [ABOUT THIS PORTAL](#) and [CONTACT US](#) for further information or assistance.

Are you a Procuring and Disposing Entity?
[LOGIN HERE](#)

Are you a Provider?
[REGISTER OR LOGIN](#) to the PPDA Register of Providers.

Procurement Plans | Disposal Plans + Notices | Current Tenders | **Best Evaluated Bidders** | Signed Contracts | Suspended Providers | Tender Portal Search.. [Q](#)

What are you searching for?

Date Posted	Procuring/Disposing Entity	Procurement Reference Number	Selected Provider	Subject	Date BEB Expires	Status	BEB Price
15 Jun, 2015	BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT	Bukoma/SUPLS/2016-2017/0015	• INTERSOFT BUSINESS SERVICES LIMITED • JOJO UGANDA LTD JOINT VENTURE	Purchase of iPads VIEW DETAILS	25 Jun, 2015	ACTIVE	• 3,000,000UGX
15 Jun, 2015	BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT	Bukoma/NONCONS/2016-2017/8900	• INTERSOFT BUSINESS SERVICES LIMITED	Purchase of IPADS VIEW DETAILS	25 Jun, 2015	ACTIVE	• 5,000,000UGX
13 Jun, 2015	BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT	Bukoma/SUPLS/2015-2016/000171	• TOYOTA UGANDA LTD • COSEKE UGANDA LIMITED JOINT VENTURE	Purchase of Ambulances VIEW DETAILS	23 Jun, 2015	ACTIVE	• 89,000,000UGX
11 Jun,	BANK OF UGANDA	BOU/NONCONS/2015-	ANDREW TECH	Publicising	21 Jun,	ACTIVE	• 100,000,000UGX

13. Adding Contract (Awarded/Signed) Details

Before signing a contract, an Accounting Officer may verify the authenticity of a BEB by clicking the 'VERIFY BEB' link in the footer of the public site, the link highlighted below.

Government of Uganda
PROCUREMENT PORTAL

Learn more [ABOUT THIS PORTAL](#) and [CONTACT US](#) for further information or assistance.

Are you a Procuring and Disposing Entity? [LOGIN HERE](#)

Are you a Provider? [REGISTER OR LOGIN](#) to the PPDA Register of Providers.

Procurement Plans | Disposal Plans + Notices | Current Tenders | Best Evaluated Bidder Notices | Signed Contracts | Suspended Providers | Tender Portal Search..

Login

Email address

Password

LOGIN

To retrieve your lost/forgotten password, send us your email address

RETRIEVE PASSWORD

[Terms of use](#) | [About This Portal](#) | [Login As PPDA](#) | [Verify BEB](#)

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Enter the serial number and hit 'VERIFY'. A successful verification will return details of the BEB in its exactness. A concocted number will return a warning. See image below for example.

Procurement Plans | Disposal Plans + Notices | Current Tenders | Best Evaluated Bidder Notices | Signed Contracts | Suspended Providers | Tender Portal Search..

SEARCH

Warning!

No records found for Serial number **BOU566658383834**.

[Terms of use](#) | [About This Portal](#) | [Login As PPDA](#) | [Verify BEB](#)

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When the contract is signed, details are entered by clicking the 'NEW PROCUREMENT CONTRACT' or 'NEW DISPOSAL CONTRACT' link in the dashboard or submenu in the navigation. Browse for the Reference number of your preference and add all contract details and hit the 'SAVE' button

Award Contract

PROCUREMENT RECORD

PROCUREMENT REF. NO *

CONTRACT DETAILS

DATE SIGNED: *

PLANNED DATE OF
COMMENCEMENT OF
CONTRACT: *

DURATION OF CONTRACT (NO.
OF DAYS): *

PLANNED DATE OF CONTRACT
COMPLETION: *

Published contracts are visible to the Public as below


Procurement Plans	Disposal Plans + Notices	Current Tenders	Best Evaluated Bidder Notices	Signed Contracts	Suspended Providers	Tender Portal Search.. <input type="text" value="Q"/>
-------------------	--------------------------	-----------------	-------------------------------	------------------	---------------------	---




Signed Contracts

Search Available Notices

Procuring/Disposing Entity	Subject Of Procurement [Procurement Reference Number]	Service Provider	Date Signed	Date of Commencement [Date of Completion]	Contract Value	Status
BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT	Rehabilitation of Bukomansi Main Hospital [BUKLG/SUPL/2016-2017/0001] Contract Details	CHICALITO LTD	07 Sep, 2015	30 Sep, 2015 [02 Feb, 2016] Final: 02 Nov, 2015	* 67,000,000 UGX Final: 400,000,000	Completed
BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT	Road Construction [BUKLG/WRKS/2015-2016/0002] Contract Details	COSEKE UGANDA LIMITED	15 Aug, 2015	22 Aug, 2015 [28 Oct, 2015] Final: 10 Nov, 2015	* 78,000,000 UGX Final: 80,000,000	Completed
BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT	Annual Library Stock [BUKOMANSIMBI/2015-2016/0001]	PICFARE INDUSTRIES LIMITED, DAVID & SHAKIRA LTD	03 Aug, 2015	10 Aug, 2015 [08 Oct, 2015]	* 4,500,000 UGX	Completed

*Contract Management Details are added to the GPP by clicking the 'ALL PROCUREMENT CONTRACTS' or 'ALL DISPOSAL CONTRACTS' links in the dashboard or submenu in the navigation. Add **contract completion, variations and other details** and hit the 'SAVE' button*


Government of Uganda
Procurement Portal




This is the Bukomansimbi District Local Government GPP dashboard.































YOU'RE LOGGED IN AS RON MAWEJE | LOGOUT

MY INFORMATION
PROCUREMENT
DISPOSAL
CONTRACTS
PROVIDERS
REPORTS
FORMS
HELP

Manage Contracts

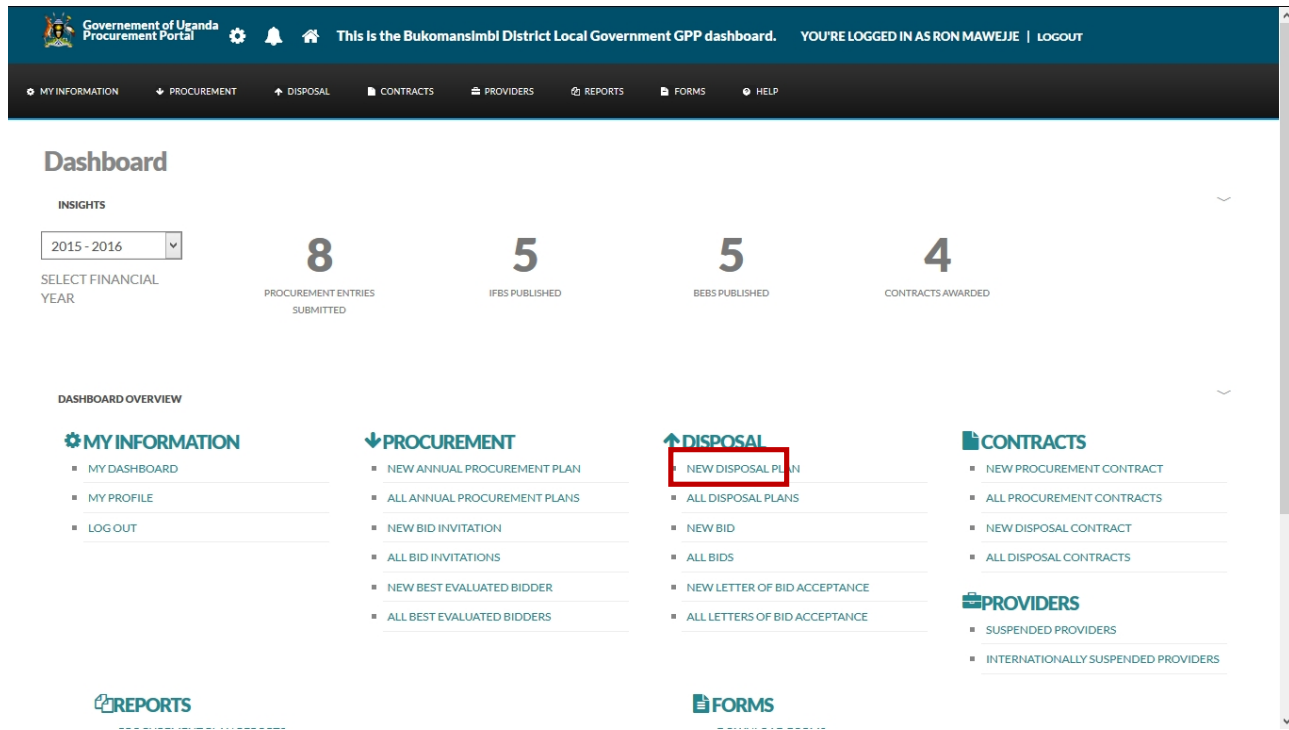
AWARDED CONTRACTS

WHAT ARE YOU SEARCHING FOR ?

	DATE SIGNED	PROCUREMENT REF #	SUBJECT OF PROCUREMENT	STATUS	CONTRACT AMOUNT (UGX)	DATE ADDED
  	30 SEP, 2015	BUKOMA/SUPLS/2016-2017/0015	PURCHASE OF IPADS	COMPLETED	128,700,000	26 MAY, 2015 BY RON MAWEJJ...
  	30 SEP, 2015	BUKOMA/SUPLS/2016-2017/115	PURCHASE OF IPADS	COMPLETED	128,700,000	26 MAY, 2015 BY RON MAWEJJ...
  	07 SEP, 2015	BUKLG/SUPL/2016-2017/0001	REHABILITATION OF BUKOMANSI MA...	COMPLETED	67,000,000	24 APR, 2015 BY RON MAWEJJ...
  	15 AUG, 2015	BUKLG/WRKS/2015-2016/0002	ROAD CONSTRUCTION	COMPLETED	78,000,000	27 APR, 2015 BY RON MAWEJJ...
  	07 AUG, 2015	BUKOMA/SRVCS/2014-2015/0022	CONSTRUCTION OF BUKOMA CLASS R...	AWARDED	7,000,000	27 MAY, 2015 BY RON MAWEJJ...
  	03 AUG, 2015	BUKOMA/SUPLS/2014-2015/0001	ANNUAL LIBRARY STOCK	COMPLETED	4,500,000	08 MAY, 2015 BY RON MAWEJJ...
  	31 JUL, 2015	BUK/CONSUL/2016-2017/0001	CONSTRUCTION OF BUKOMA CLASS R...	COMPLETED	3,000,000	24 APR, 2015 BY RON MAWEJJ...
  	01 JUL, 2015	BUKLG/SUPLS/2015-2016/00029	SEED PLANTING	COMPLETED	78,000,000	16 APR, 2015 BY RON MAWEJJ...
  	30 JUN, 2015	BUKOMA/NONCONS/2016-2017/8900	PURCHASE OF IPADS	AWARDED	56,000,000	15 JUN, 2015 BY RON MAWEJJ...
  	19 JUN, 2015	BUKOMA/SUPLS/2015-2016/000171	PURCHASE OF AMBULANCES	AWARDED	34,000,000	13 JUN, 2015 BY RON MAWEJJ...

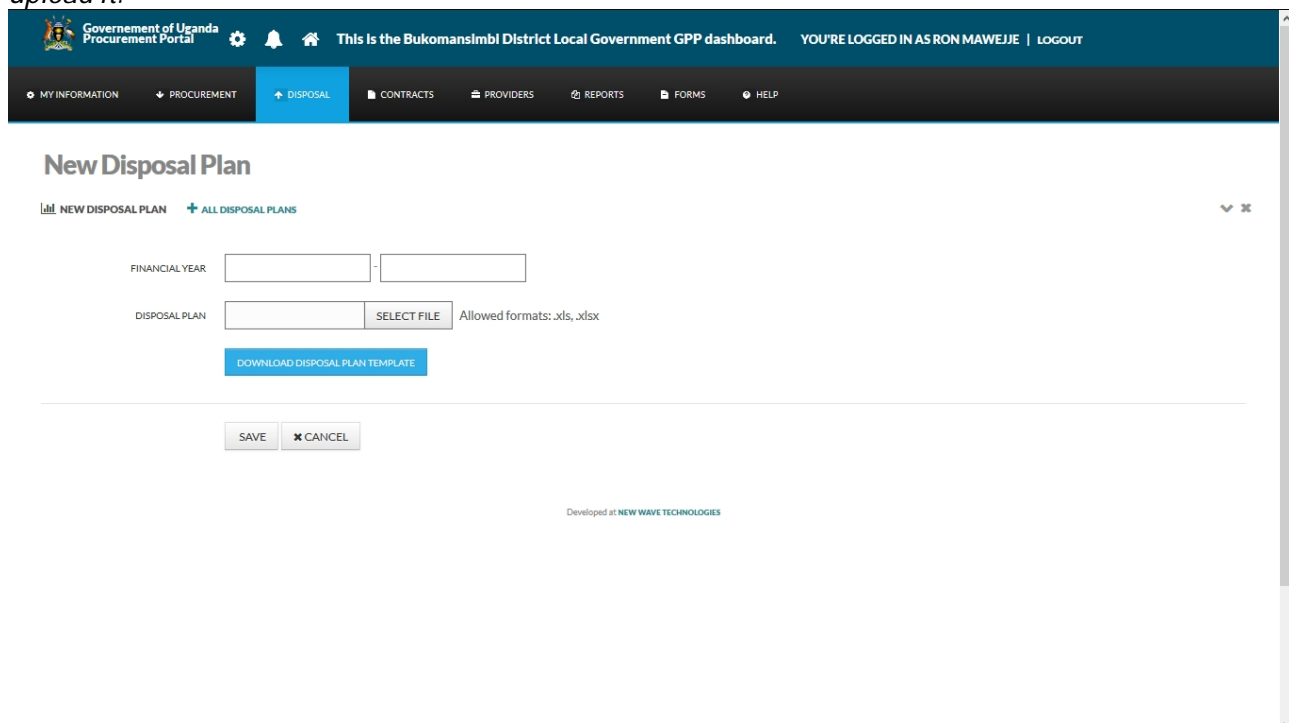
14. Managing Disposal (From planning to contracting)

Adding a disposal plan: Click the 'NEW DISPOSAL PLAN' link in the dashboard or submenu in the navigation.



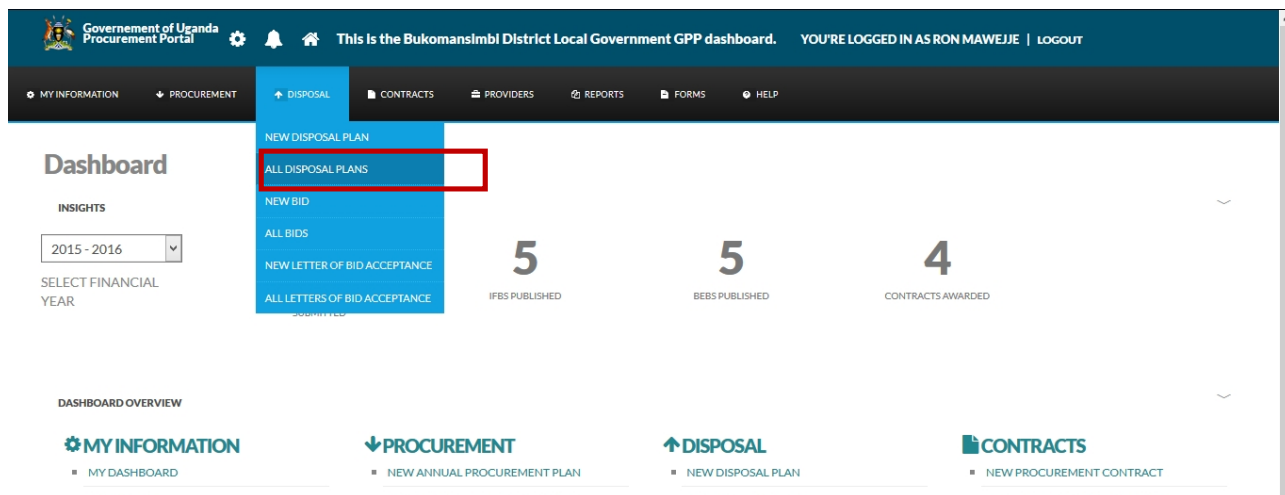
The screenshot shows the Government of Uganda Procurement Portal dashboard. The header includes the logo, navigation icons, and the text "This is the Bukomansimbi District Local Government GPP dashboard. YOU'RE LOGGED IN AS RON MAWEJE | LOGOUT". The main navigation bar contains links for MY INFORMATION, PROCUREMENT, DISPOSAL, CONTRACTS, PROVIDERS, REPORTS, FORMS, and HELP. The dashboard itself features a "Dashboard Overview" section with four cards: "INSIGHTS" (2015 - 2016), "PROCUREMENT ENTRIES SUBMITTED" (8), "IFBS PUBLISHED" (5), "BIDS PUBLISHED" (5), and "CONTRACTS AWARDED" (4). Below this, there are four main sections: "MY INFORMATION" (MY DASHBOARD, MY PROFILE, LOG OUT), "PROCUREMENT" (NEW ANNUAL PROCUREMENT PLAN, ALL ANNUAL PROCUREMENT PLANS, NEW BID INVITATION, ALL BID INVITATIONS, NEW BEST EVALUATED BIDDER, ALL BEST EVALUATED BIDDERS), "DISPOSAL" (NEW DISPOSAL PLAN, ALL DISPOSAL PLANS, NEW BID, ALL BIDS, NEW LETTER OF BID ACCEPTANCE, ALL LETTERS OF BID ACCEPTANCE), and "CONTRACTS" (NEW PROCUREMENT CONTRACT, ALL PROCUREMENT CONTRACTS, NEW DISPOSAL CONTRACT, ALL DISPOSAL CONTRACTS). There are also links for "REPORTS" and "FORMS". The "NEW DISPOSAL PLAN" link in the "DISPOSAL" section is highlighted with a red box.

Enter the **Financial Year** details and download the 'Disposal Plan Template'. When the template is filled, upload it.



The screenshot shows the "New Disposal Plan" form. The header is the same as the dashboard. The main navigation bar has "DISPOSAL" highlighted. The form itself has a title "New Disposal Plan" and a subtitle "NEW DISPOSAL PLAN + ALL DISPOSAL PLANS". It contains two input fields: "FINANCIAL YEAR" and "DISPOSAL PLAN". Below the "DISPOSAL PLAN" field is a "SELECT FILE" button and the text "Allowed formats: .xls, .xlsx". There is a "DOWNLOAD DISPOSAL PLAN TEMPLATE" button. At the bottom of the form are "SAVE" and "CANCEL" buttons. The footer of the page says "Developed at NEW WAVE TECHNOLOGIES".

You can view the list of disposal plans as below

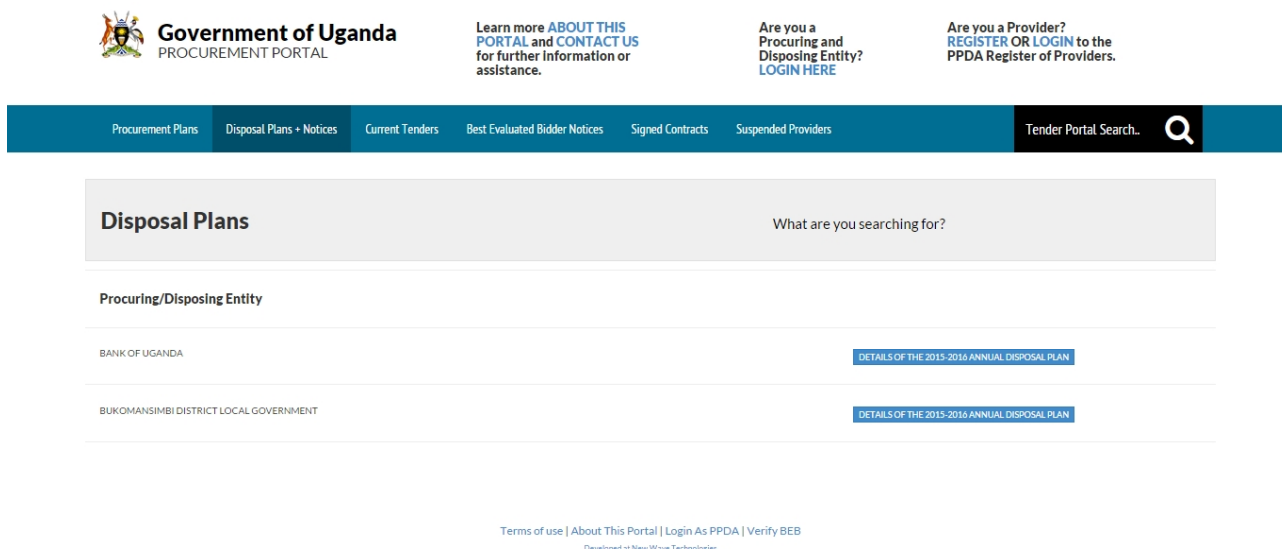


- *and add disposal entries to it as below by clicking the 'ADD DISPOSAL RECORD' link in the dashboard or navigation*

The screenshot shows the 'Add Disposal Record' form. The form has the following fields and options:

- DISPOSAL PLAN:** A dropdown menu with the option 'Select Disposal Plan'.
- DISPOSAL SERIAL NUMBER:** A text input field.
- SUBJECT OF DISPOSAL:** A text input field.
- METHOD OF DISPOSAL:** A dropdown menu with the option 'Public Auction'.
- ASSET LOCATION:** A text input field.
- QUANTITY:** A text input field.
- RESERVE PRICE:** A text input field with a currency dropdown menu set to 'UGX'.

- The disposal plan and details are visible on the front end as follows

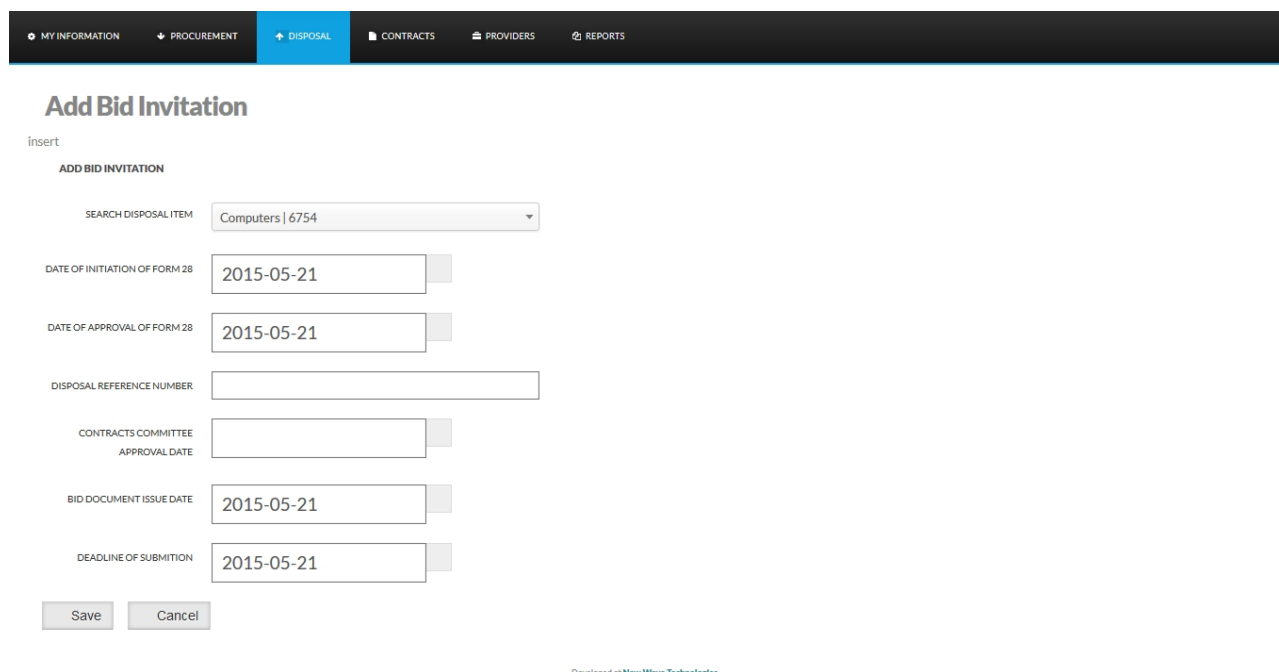


The screenshot shows the Government of Uganda Procurement Portal. The header includes the logo, navigation links for Procurement Plans, Disposal Plans + Notices, Current Tenders, Best Evaluated Bidder Notices, Signed Contracts, and Suspended Providers. A search bar is on the right. The main content area is titled 'Disposal Plans' and contains a table with two rows. The first row is for 'BANK OF UGANDA' and the second is for 'BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT'. Both rows have a link to 'DETAILS OF THE 2015-2016 ANNUAL DISPOSAL PLAN'. A footer contains links for Terms of use, About This Portal, Login As PPDA, and Verify BEB, along with a note that it was developed at New Wave Technologies.

Procuring/Disposing Entity	
BANK OF UGANDA	DETAILS OF THE 2015-2016 ANNUAL DISPOSAL PLAN
BUKOMANSIMBI DISTRICT LOCAL GOVERNMENT	DETAILS OF THE 2015-2016 ANNUAL DISPOSAL PLAN

Terms of use | About This Portal | Login As PPDA | Verify BEB
Developed at New Wave Technologies

- After SAVING the record, and where applicable, add an IFB for the by clicking the 'BID INVITATION' link in the dashboard or navigation under 'DISPOSAL' and 'SAVE'



The screenshot shows the 'Add Bid Invitation' form. It has a navigation bar with links for MY INFORMATION, PROCUREMENT, DISPOSAL (active), CONTRACTS, PROVIDERS, and REPORTS. The form includes a search bar for 'COMPUTERS | 6754' and several date fields: DATE OF INITIATION OF FORM 28 (2015-05-21), DATE OF APPROVAL OF FORM 28 (2015-05-21), BID DOCUMENT ISSUE DATE (2015-05-21), and DEADLINE OF SUBMISSION (2015-05-21). There are also fields for DISPOSAL REFERENCE NUMBER and CONTRACTS COMMITTEE APPROVAL DATE. At the bottom, there are 'Save' and 'Cancel' buttons. A footer note indicates it was developed at New Wave Technologies.

Add Bid Invitation

Insert

ADD BID INVITATION

SEARCH DISPOSAL ITEM: Computers | 6754

DATE OF INITIATION OF FORM 28: 2015-05-21

DATE OF APPROVAL OF FORM 28: 2015-05-21

DISPOSAL REFERENCE NUMBER:

CONTRACTS COMMITTEE APPROVAL DATE:

BID DOCUMENT ISSUE DATE: 2015-05-21

DEADLINE OF SUBMISSION: 2015-05-21

Save Cancel

Developed at New Wave Technologies

Adding Disposal Contract Details: Click the 'NEW DISPOSAL CONTRACT' link in the dashboard or submenu in the navigation. Search for the reference number enter contract information. Click the 'SAVE' button to complete this process.

The screenshot shows the 'Sign Disposal Contract' form within the Government of Uganda Procurement Portal. The header includes the portal logo, navigation links (MY INFORMATION, PROCUREMENT, DISPOSAL, CONTRACTS, PROVIDERS, REPORTS, FORMS, HELP), and user information (YOU'RE LOGGED IN AS RON MAWEJE | LOGOUT). The form itself has a title 'Sign Disposal Contract' and a subtitle 'SIGN DISPOSAL CONTRACT'. It contains several input fields: 'SEARCH DISPOSAL ITEM' with a dropdown menu showing 'SELECT', 'BUYER/BENEFICIARY' with a text box, 'CONTRACT AMOUNT' with a text box and a currency dropdown set to 'UGX', and 'DATE SIGNED' with a date picker showing '2015-06-16'. At the bottom of the form are 'SAVE' and 'CANCEL' buttons. A footer note states 'Developed at NEW WAVE TECHNOLOGIES'. A URL bar at the bottom shows 'tenderportal.ppda.go.ug/contracts/contract_award_form'.

You can manage disposal contract details by clicking the 'ADD DISPOSAL CONTRACT' link in the dashboard or submenu in the navigation.

The screenshot shows the 'Manage Disposal Contracts' page within the Government of Uganda Procurement Portal. The header is similar to the previous page, but the 'DISPOSAL' menu item is highlighted. The page title is 'Manage Disposal Contracts' with a subtitle 'MANAGE DISPOSAL CONTRACTS'. On the right side, there is a search bar labeled 'WHAT ARE YOU SEARCHING FOR?'. Below the search bar is a table with the following columns: 'Disposal Serial Number', 'Name of Buyer', 'Contract Amount', 'Date Signed', and 'Date Added'. Each column header has a small upward and downward arrow icon for sorting. The table body is currently empty. A footer note states 'Developed at New Wave Technologies'.

15. Suspended Providers

Suspending a Provider: You (ONLY PPDA authorized user) can suspend a provider by clicking the 'SUSPEND PROVIDER' link under SUSPENDED PROVIDERS on the navigation or dashboard. After filling the details of the suspension, hit the 'SUSPEND' button.

Suspend Provider

SUSPEND PROVIDER

ADD PROVIDER:

OR SELECT FROM THE ROP:

IS IT INDEFINITE? ☐

SUSPENSION PERIOD:

REASON:

These are available on the front end like below.

PS: Internationally suspended providers: These are accessible via the 'INTERNATIONALLY SUSPENDED PROVIDERS' link under SUSPENDED PROVIDERS on the navigation or dashboard

Government of Uganda
PROCUREMENT PORTAL

Learn more [ABOUT THIS PORTAL](#) and [CONTACT US](#) for further information or assistance.

Are you a Procuring and Disposing Entity? [LOGIN HERE](#)

Are you a Provider? [REGISTER OR LOGIN](#) to the PPDA Register of Providers.

Procurement Plans | Disposal Plans + Notices | Current Tenders | Best Evaluated Bidder Notices | Signed Contracts | **Suspended Providers** | Tender Portal Search.

Suspended Providers

What Are You Searching For?

Provider	Date Suspended	Suspension End	Days Remaining	Reason for Suspension
Aliwayoki Technical Services	30 May, 2015	INDEFINITE	Not Applicable	Incompetent
African United Co. Ltd	18 Jun, 2014	18 Jun, 2016	369	Submission of a forged bid security
Akamba Uganda Limited	15 Jan, 2015	15 Jan, 2016	214	Submission of a Forged Manufacturer's authorization
Akia Construction Company Limited	03 Sep, 2014	03 Sep, 2016	446	Submission of a forged completion certificate.
Allied Tec Engineers and Contractors Limited	23 Apr, 2013	23 Apr, 2016	313	Submission of a forged bid security

Managing and searching suspended providers by PDE: You can do this by clicking the 'MANAGE SUSPENDED PROVIDERS' link under SUSPENDED PROVIDERS on the navigation or dashboard

MY INFORMATION
PROCUREMENT
DISPOSAL
CONTRACTS
PROVIDERS
REPORTS
USERS
FORMS
PDES
HELP

Suspended Providers

SUSPENDED PROVIDERS

WHAT ARE YOU SEARCHING FOR ?

Organisation	Date of Suspension	Date of End of Suspension	Days Remaining	Date Added	Author
Mid-North Contractors Ltd	03 Sep, 2014	03 Sep, 2019	1826	21 May, 2015	-
Michele and Joshua Enterprises Limited	03 Sep, 2014	03 Sep, 2016	731	21 May, 2015	-
Media Float Enterprises Limited	03 Sep, 2014	03 Sep, 2017	1096	21 May, 2015	-
Mc Del-AM (1994) (U) Limited	03 Sep, 2014	03 Sep, 2017	1096	21 May, 2015	-
Maridadi Technical Agencies Ltd	23 Apr, 2015	23 Apr, 2017	731	21 May, 2015	-
MALT (U) LTD	23 Sep, 2014	23 Sep, 2017	1096	21 May, 2015	-
Madav Contra Limited	20 Jul, 2010	20 Jul, 2015	1826	21 May, 2015	-
M,M Construction Limited	30 Sep, 2014	30 Sep, 2017	1096	21 May, 2015	-
M & B Engineers Ltd.	28 Oct, 2013	28 Oct, 2016	1096	21 May, 2015	-
Leisure Masters Limited	03 Sep, 2014	03 Sep, 2017	1096	21 May, 2015	-

Suspended Providers

SUSPENDED PROVIDERS

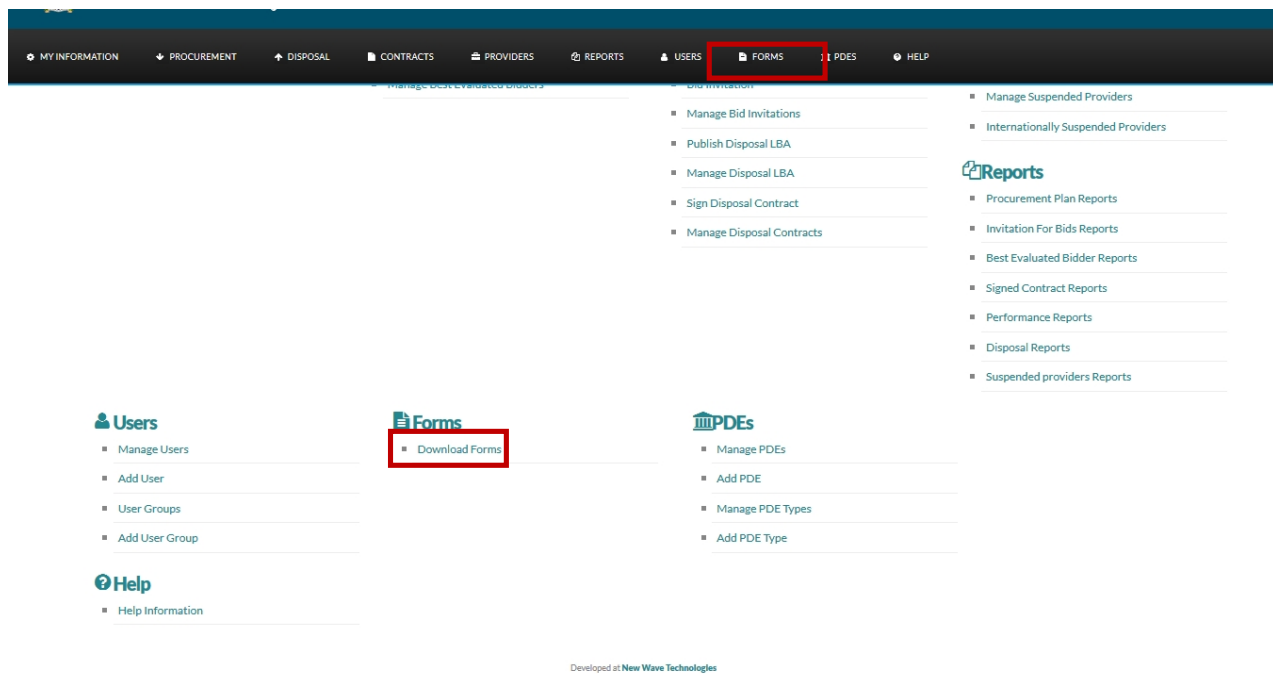
What Are You Searching For?

Organisation	Date of Suspension	Date of End of Suspension	Days Remaining	Date Added	Author
<input checked="" type="checkbox"/> Rogers	04 May, 2015	30 Nov, -0001	Indefinite Suspension		
<input checked="" type="checkbox"/> MFI DOCUMENT SOLUTIONS LIMITED	04 May, 2015	30 Nov, -0001	Indefinite Suspension		
<input checked="" type="checkbox"/> KK Security (U) LTD	28 Apr, 2015	14 May, 2015	16	04 May, 2015	-
<input checked="" type="checkbox"/> Toyota Uganda Ltd	01 Apr, 2015	01 Apr, 2016	366	29 Apr, 2015	-
<input checked="" type="checkbox"/> SSENTOOGO AND PARTNERS	27 Apr, 2015	31 Aug, 2015	126	29 Apr, 2015	-

Developed at New Wave Technologies

16. Forms

Get PPDA forms by clicking on the 'DOWNLOAD FORMS' link under FORMS on the navigation or dashboard



You will be linked to two types of forms to either select the central Government or the Local Government forms on the PPDA website.



17. Reports

Various reports can be generated on demand. To generate a report, choose your parameters using the panel on the left and click the 'VIEW REPORT' button. You can export your report to various other formats e.g. PDF and MS EXCEL. See highlighted areas in the image below.

Signed Contract Reports

Report type*:

Select PDE*:

Financial year:

Search:

Procurement ref.no	Provider	Subject of procurement	Type of procurement	Contract value	Actual payment
	Bukomansimbi District Local Government	Construction Of Bukoma Class rooms	Consultancy Services	5000000	14000000
NDA/CS/2015-2016/0002	National Drug Authority	Submitting the monitory reports	Consultancy Services	850000000	40000000
	Bukomansimbi District Local Government	Sell of Office Desks	Supplies		
	Bukomansimbi District Local Government	Annual Library Stock	Supplies	80000000	14000000
	Bukomansimbi District Local Government	Rehabilitation of Bukomansi Main Hospital	Supplies	400000000	3500000
BOU/SUPS/2015-16/0009	Bank of Uganda	Procurement of vehicles	Supplies	760000000	1000000000
	Kisoro District Local Government	Buy Kisoro District Land	Works		

18. Managing System Users

Edit the user's group i.e. change the user's rights or delete the user from the system. This can only be done by the administrator of the system.

Managing user groups and adding user groups can be done by clicking the 'MANAGE USER GROUPS' and 'ADD USER GROUP' links under the USER menu respectively. Refer to the following screens.

User group	No. of Members	Author	Date added
Accounting Officers	2	Super Portal Administrator	12 Feb, 2015
Administrator	3	Super Portal Administrator	11 Feb, 2015
Contract Committee Chairperson	5	Super Portal Administrator	12 Feb, 2015
Head PDU	2	Super Portal Administrator	13 Mar, 2015
PDU Data Entrants	24	Super Portal Administrator	12 Jan, 2015
PDU Internal Auditor	0	Super Portal Administrator	13 Mar, 2015
PPDA Administrator	1	Super Portal Administrator	01 Apr, 2015

USER GROUP NAME

NOTES

Save Cancel

Managing users and adding users can be accessed by clicking the 'MANAGE USERS' and 'ADD USER' links under users respectively. Refer to the following screens.

MY INFORMATION
PROCUREMENT
DISPOSAL
CONTRACTS
PROVIDERS
REPORTS
USERS
FORMS
PDES
HELP

Manage Users

MANAGE USERS

WHAT ARE YOU SEARCHING FOR ?

Name	PDE	User Group	Email Address	Phone No.	Date Added
Mr Ash Luwambo	Bank of Uganda	PDU Data Entrants	aluwambo@gmail.com	256758889991	31 Jan, 2015
Mr Ayab mos		Contract Committee Chairperson	moverr@gmail.com	256772123456	26 Feb, 2015
Prof Buwembo David	New Wave Technologies Ltd	PDU Data Entrants	buwian12@gmail.com	256704475878	28 Jan, 2015
Mr Dan Walakira	Bukomansimbi District Local Government	PDU Data Entrants	mawejje@gmail.com	256 77556457612	04 Mar, 2015
Mr Dd ds	New Wave Technologies Ltd	PDU Data Entrants, PDU Data Entrants	soe@gmail.com	256772123456	27 Feb, 2015
Mr. Donald Katungi		Administrator	donald.katungi@yahoo.com	256782452985	09 Jan, 2015
Mr Elsah Mayanja	New Wave Technologies Ltd	PDU Data Entrants	emayanja@newwavetech.co.ug	0414tytytyty	27 Jan, 2015
Face Javas	New Wave Technologies Ltd	NONE	face@gmail.com	qwewewe	04 Mar, 2015
foo		NONE			19 May, 2015
Prof Irene Nakayiwa	Wakiso District Local Government	PDU Data Entrants	inakayiwa@newwavetech.co.ug	0784576897	17 Apr, 2015

MY INFORMATION
PROCUREMENT
DISPOSAL
CONTRACTS
PROVIDERS
REPORTS
USERS
FORMS
PDES
HELP

Edit User Details

EDIT USER DETAILS

FIRST NAME * Ash

MIDDLE NAME

LAST NAME * Luwambo

PREFIX Mr e.g Prof., Mr.

GENDER * Male

EMAIL ADDRESS * aluwambo@gmail.com

PHONE NO. * 256758889991 e.g 0782123456

USER PDE Bank of Uganda

USER GROUP * PDU Data Entrants

19. Registering Procurement and Disposing Entities

Managing user groups and adding user groups can be accessed by clicking the 'MANAGE PDES' and 'ADD PDE' links under the PDE menu respectively. Refer to the following screens.



This screenshot shows the 'PDE Registration' form. It has a header bar with navigation links: MY INFORMATION, PROCUREMENT, DISPOSAL, CONTRACTS, PROVIDERS, REPORTS, USERS, FORMS, PDES, and HELP. The form itself is titled 'PDE Registration:' and contains several input fields arranged in two columns. The left column includes fields for 'PDE Name' (National Drug Authority), 'Category' (Local Government), 'Code' (4545), 'Address' (Plot 1, Bukoto), 'Fax', and 'Website' (www.nda.com). The right column includes fields for 'Abbreviation' (NDA), 'PDE Types' (Medical Services), 'PDE Roll Category' (Medical), 'Telephone' (0908878889), and 'Email'. A blue 'Continue >' button is located at the bottom left of the form.

MY INFORMATION

PROCUREMENT

DISPOSAL

CONTRACTS

PROVIDERS

REPORTS

USERS

FORMS

PDES

HELP

Accounting Officer, Contracts Committee , PDU Registration

PDU Data Entrants

Select User

Accounting Officers

Select User

Contract Committee Chairperson

Select User

Head PDU

Select User

PDU Internal Auditor

Select User

PPDA Administrator

Select User

Finish ✓

Manage PDE's

MANAGE PDE'S

Active Archived

What Are You Searching For?

#		PDE Name	Abbreviation	Category	Code
✓	1	NationalDrugAuthority	NDA	local government	454
✓	2	Uganda National Roads Authority	UNRA	central government	
✓	3	World Bank TEST PDE	WB	local government	WB
✓	4	Ankai Local Council	ANK	local government	456

20. Editing various information on the GPP

Depending on the cascading user rights of person operating the GPP, some sections of information on the ITP will be editable and erasable (you can delete).

To edit an item in a row, click the following icon



To delete an item in a row, click the following icon



Manage Procurement Plans						
WHAT ARE YOU SEARCHING FOR ?						
	PROCUREMENT AND DISPOSAL ENTITY	FINANCIAL YEAR	SUMMARY PLAN	ENTRIES	AUTHOR	DATE ADDED
	Bank of Uganda	2170-2171	NONE	4 Entries	Ash Luwambo	05 May, 2015
	Bank of Uganda	2121-2122	NONE	0 Entries	Ash Luwambo	05 May, 2015
	New Wave Technologies Ltd	2030-2031	Download plan	2 Entries	Super Portal Administrator	14 Apr, 2015
	New Wave Technologies Ltd	2029-2030	NONE	0 Entries	Super Portal Administrator	15 Apr, 2015
	New Wave Technologies Ltd	2025-2026	Download plan	3 Entries	Super Portal Administrator	25 Mar, 2015
	New Wave Technologies Ltd	2024-2025	Download plan	3 Entries	Super Portal Administrator	24 Mar, 2015
	New Wave Technologies Ltd	2020-2021	Download plan	10 Entries	Super Portal Administrator	03 Mar, 2015
	New Wave Technologies Ltd	2019-2020	NONE	1 Entries	janette N	17 Feb, 2015
	Bank of Uganda	2017-2018	NONE	4 Entries	Ash Luwambo	17 Apr, 2015
	New Wave Technologies Ltd	2017-2018	NONE	0 Entries	Super Portal Administrator	18 Feb, 2015